

Equal Employment Opportunity Program

Anthony J.L.Tafoya
OAR EEO Manager



EEO Mission

- To positively impact on hires, promotions and retention of women and minorities and other protected groups.

Legal Mandates

- Title VII of the Civil Rights Act 1964, as amended, prohibits employment discrimination based on race, color, religion, sex or national origin.
- Age Discrimination in Employment Act.
- Section 501 of the Rehabilitation Act.
- Title VII also prohibits retaliation.

EEO Office Resources

- EEO Manager
- EEO Specialist
- Computer Assistant

Collateral Duty Resources

- Laboratory EEO Managers
- Laboratory EEO Advisory Committee
Representatives/Laboratory Diversity
Representatives

Laboratory EEO Managers

Serve as a liaison (communication and point of contact) on EEO Matters.

- Focus administrative work away from scientists.
- Represent the EEO office in the laboratory.
- Present the management concerns of an issue.
- Provide quarterly reports on laboratory activities.

EEO Advisory Committee

- Focus on issues of hires, promotions & retention.
- Serve as eyes and ears for EEO related problems.
- Informal advice to EEO Manager.
- Formal advice to management.

Major EEO Functions

A. Consultation

B. Monitoring

C. Recruitment

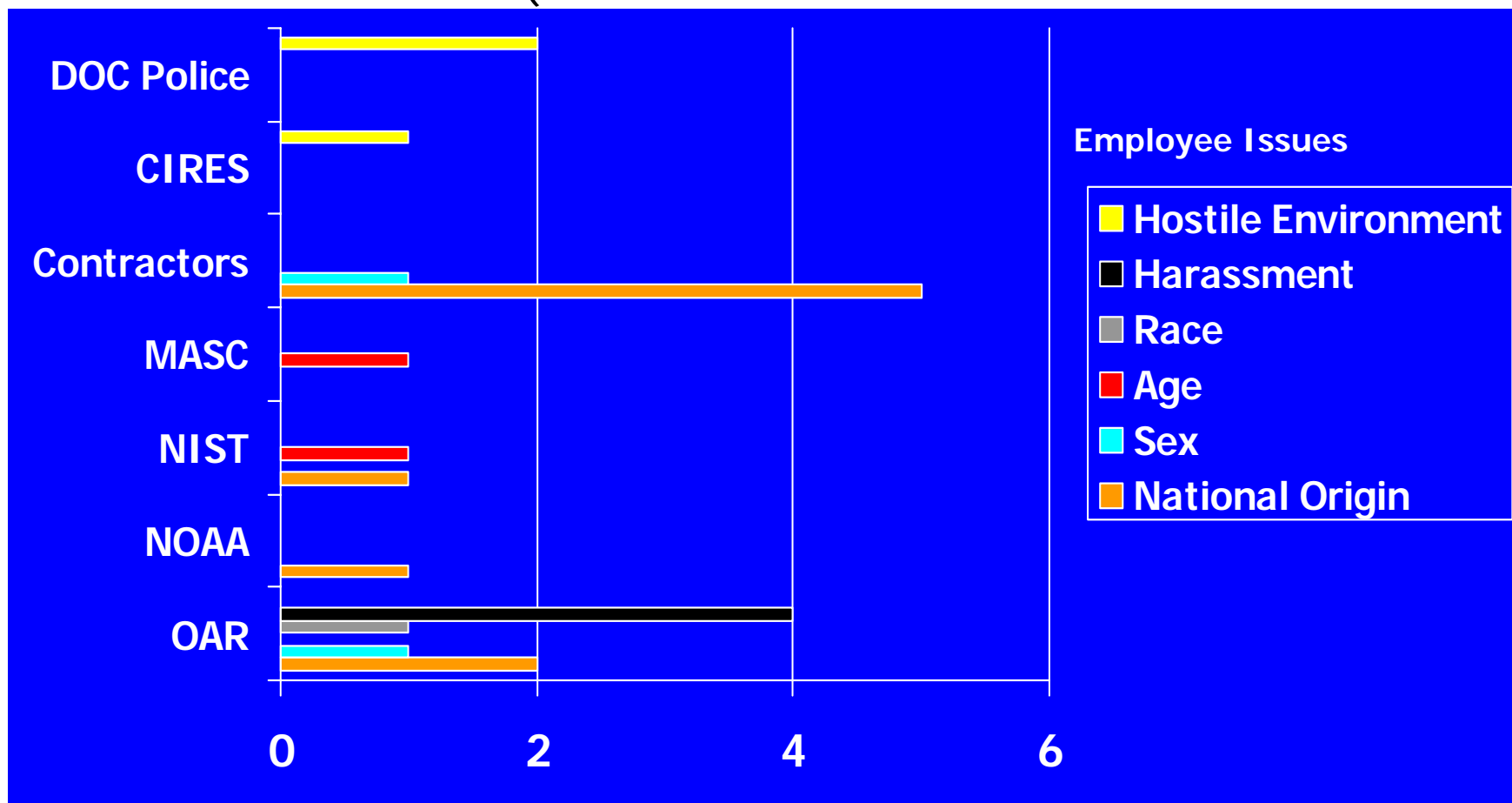
D. Reports

A - Consultation

- Applicants/Community
 - How to Obtain Federal Employment
 - Complaint Procedures
- Employees
 - Employee non-Discrimination Complaint Issues
 - Performance Appraisals
 - Application Review
 - Employee Discrimination Complaint Issues (ADR)

A - Consultation

FY 04 (10/1/03-9/30/04)



A - Consultation

- Formal Discrimination Complaints filed in NOAA – 10/1/03-3/31/04

Total Complaints filed in NOAA	14
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<u>Bases and Counts*</u>	
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Sex	3
Age	3
Race/Color	5
Religion	0
Handicap	0
National Origin	0
Reprisal	1

Total Complaints filed in OAR	1 (7.14%)
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*Note: Any single complaint may involve more than one basis and/or more than one issue.

Source: NOAA OCR 3/2004

B - Monitoring

- Monitor hires, promotions, and retention
- Review vacancy selections
- Conduct Time-in-Grade studies
- Prepare a Grade point Analysis report
- Prepare a Laboratory EEO Evaluations report
- Monitor discrimination complaint activity

B - Monitoring

EEO Policies

- EEO Numbers
- Three Week Advertising
- Waiver of Three Week Advertising
- Interview
- Quick Hire

C - Recruitment

- Short-Term
 - DFEB: Publish the Denver *Noticiero & Nuestro Talento*
 - Laboratory Student Assistance (Minority, Women and People with Disabilities)
 - College and Minority Conference Recruitment
 - Outreach Efforts by Laboratories

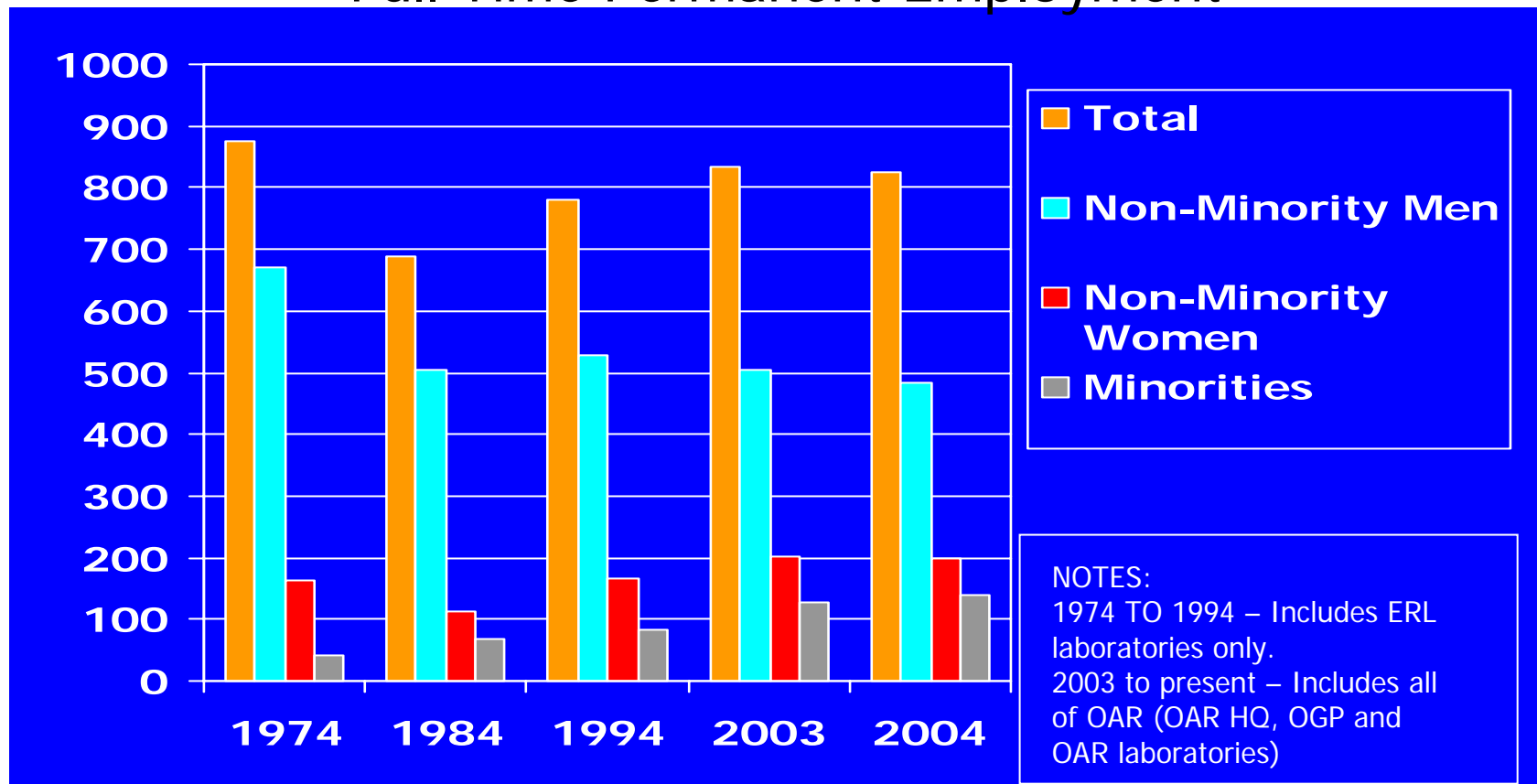
C - Recruitment

Long-Term Recruitment

- National
 - American Indian Science & Engineering Society (AISES)
 - AMS Board on Women & Minorities
 - Society for the Advancement of Chicanos & Native Americans (SACNAS)
- Regional
 - Special Emphasis Programs - HEP, AIPC, BEP, FWP
 - CO Mathematics Engineering Science Achievement (MESA)
 - Minority Serving Institutions (MSIs)- Sinte Gleska, Salish Kootenai, UPRM
- Local
 - High School High Tech & Employment Link (People with Disabilities)
 - Blacks in Government (BIG)
 - El Comité – Jump Start Program

C - Recruiting

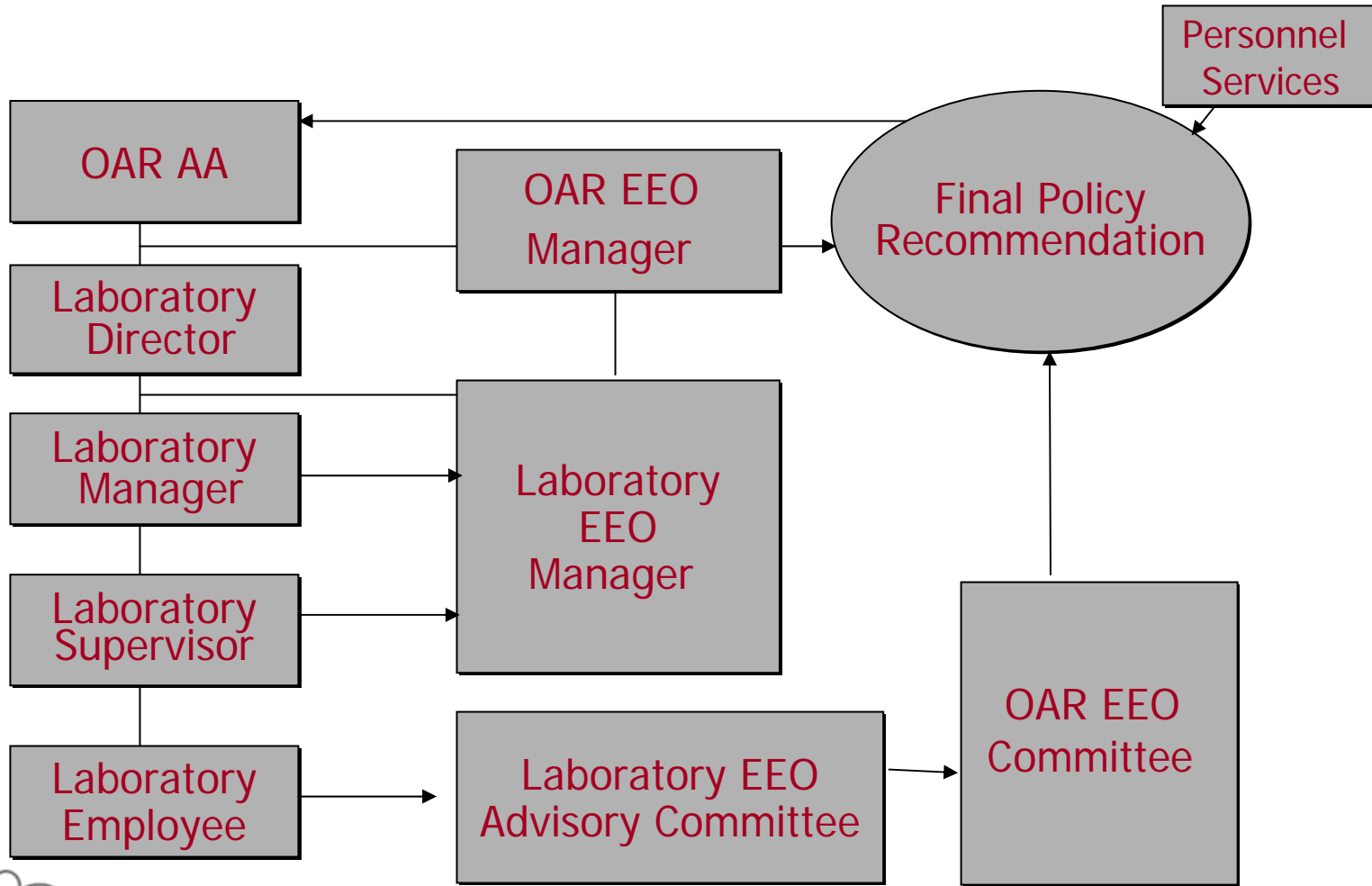
Full Time Permanent Employment



D - Reports

- Affirmative Employment Plans (AEPs)
 - Women & Minorities, People with Disabilities and Disabled Veterans
- One Time Statistical Reports
- NOAA Quarterly Review reports
- Miscellaneous Correspondence, Reports, Requests for Information

EEO Policy Paths



EEO Office Impact

- Resource for employees and applicants
- Provide indicators to management
- Cost savings through consultation
- Cost savings through student programs
- Community outreach recruitment
- Use of collateral duty volunteers
- Keep NOAA Research in compliance

Contact Information

EEO Office Website:

www.eeo.boulder.noaa.gov

Phone:

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